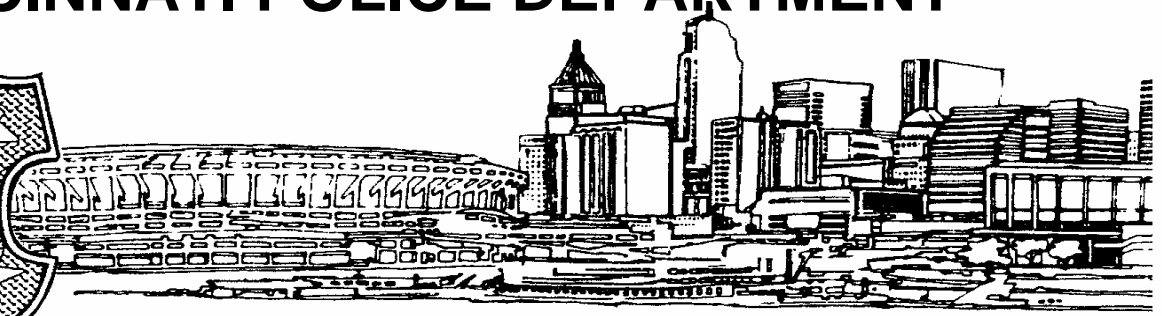


CINCINNATI POLICE DEPARTMENT



STAFF NOTES

Colonel Thomas H. Streicher, Jr., Police Chief
April 26, 2005

<u>ITEM</u>	<u>SUBMITTED BY</u>
1. <u>800 MHZ RADIO TRANSITION DATE</u>	COMMUNICATIONS SECTION
2. <u>REVISED ORGANIZATIONAL NARRATIVE</u>	PLANNING SECTION
3. <u>ELIMINATION OF POLICE COMMUNICATIONS SECTION NIGHTLY MAIL RUN</u>	COMMUNICATIONS SECTION
4. <u>COURT HOLIDAY – MEMORIAL DAY</u>	RECORDS SECTION
5. <u>INCOME TAX LIABILITY</u>	CITY MANAGER
6. <u>CINCINNATI PARKING INFRACTION (CPI) REJECTIONS</u>	PLANNING SECTION
7. <u>REQUESTS FOR LEGAL OPINION</u>	PLANNING SECTION
8. <u>TAKE BACK THE NIGHT</u>	PERSONAL CRIMES UNIT
9. <u>COMMITTEE VOLUNTEERS FOR FIVE YEAR STRATEGIC PLAN</u>	PLANNING SECTION
10. <u>SEASONGOOD SUMMER INTERNSHIP</u>	PLANNING SECTION
11. <u>DONATED TIME FOR CLERK TYPIST 2 LEAH LACKEY-WATTS</u>	RECORDS SECTION
12. <u>THANK YOU LETTERS</u>	CHIEF'S OFFICE

1. 800 MHz RADIO TRANSITION DATE

The transition to the 800 MHz radio system will occur Tuesday, May 3, 2005 at 0700 hours. All personnel will need to have their new radio equipment on hand at 0700 hours, the start of first shift on May 3rd. In some cases, officers who start earlier than 0700 hours will need to have both radios and switch at 0700 hours. Likewise, officers working third shift the night before are to have both radios available in the event they are held over.

2. REVISED ORGANIZATIONAL NARRATIVE

[Attached](#) to these Staff Notes is a current copy of the Department's organizational narrative.

3. ELIMINATION OF POLICE COMMUNICATIONS SECTION NIGHTLY MAIL RUN

As of April 24, 2005, the Police Communications Section no longer conducts a nightly mail run. Districts/Sections/Units are required to deliver all MUTT/CPI/NTA paperwork to Records Section, City Hall, Room 325, Monday through Friday, between the hours of 0730-0800. City Hall can be accessed via the security entrance located in the courtyard.

4. COURT HOLIDAY – MEMORIAL DAY

On Monday, May 30, 2005, the Hamilton County Municipal Court will celebrate Memorial Day. Room A will be open in the a.m. only; all other courtrooms will be closed.

Police officers are reminded not to issue citations of any type requiring a court appearance on this date.

5. INCOME TAX LIABILITY

[Attached](#) to these Staff Notes is a memo from Ms. Valerie A. Lemmie, City Manager, regarding income tax liability. Officers are reminded it is their responsibility to satisfy any income tax liability incurred when working outside employment extension of police service details. Officers should note that personal tax records are protected and private.

6. CINCINNATI PARKING INFRACTION (CPI) REJECTIONS

In recent conversations with the staff at the Hamilton County Clerk of Courts, it was found that there is an unacceptable rate of CPI rejections. Tickets are being rejected at a substantial cost to the City. Officers and supervisors are to insure compliance with the following:

- Legible writing – letters and numbers that cannot be read will cause the ticket information to be entered incorrectly.
- VIN verification – officers should not copy the VIN number from the MDT return, but copy it directly from the vehicle.
- Absolutely no correction fluid – any ticket that has correction fluid used will be dismissed by the hearing officer. Supervisors will not accept any citations with correction fluid.

All personnel are also reminded to only use the current Form 655P, Cincinnati Parking Infraction Fine Schedules, with a revision date of 3/05.

7. REQUESTS FOR LEGAL OPINION

Upon receipt of a legal opinion from the Solicitor's Office, personnel are to contact the Law Department prior to disseminating any information contained in the opinion outside of the Police Department. Contact the Solicitor's Office at 352-3334.

8. TAKE BACK THE NIGHT

The Rape Crisis and Abuse Center of Hamilton County will host a rally at Sawyer Point on April 29, 2005 starting at 1830 hours. The rally is being held to honor the survival of the many victims of domestic violence and sexual assault as well as those victims that have lost their lives to domestic violence and sexual assault.

Program festivities include:

Special Guest Announcer Roxanne Qualls
Keynote Speaker Susan Bordo, Ph. D.
Survivor Speak-Out

Upon completion of this program there will be a silent march across the Taylor Southgate Bridge to the Millennium Peace Bell located in Newport, Kentucky.

Cincinnati Police Department personnel are encouraged to participate in this worthy cause.

9. COMMITTEE VOLUNTEERS FOR FIVE YEAR STRATEGIC PLAN

In compliance with CALEA standards, the Police Department is in the process of updating the Five Year Strategic Plan. The original plan has been reviewed and evaluated for effectiveness, and recommendations have been made by members from the entire Department.

Phase II of this process requires a committee to review the submissions and develop a revised multi-year plan. Four volunteers from each Bureau are needed to staff this committee. The committee will meet bi-weekly beginning at the end of June 2005 and should require no more than four meetings.

Volunteers can be of any rank or assignment. Meetings will be held during day shift hours. Officers may be detailed for these meetings with supervisory approval, but no other compensation will be given. Personnel interested in being involved in this committee should submit a Form 17 through their chain of command no later than May 13, 2005.

Any questions should be directed to Sergeant Lisa Thomas, Planning Section, at line 2953.

10. SEASONGOOD SUMMER INTERNSHIP

The City of Cincinnati Human Resources Department currently has four (4) available intern positions. These are full-time positions funded for approximately three (3) months, beginning in May or June, through the Seasingood Intern Program. The interns will be matched with a project that will benefit the organization and allow the intern to gain job-related work experience.

Any district/section/unit commander interested in an intern must submit a *detailed* project request to Ms. Tracy Howard, Human Resources Department. Ms Howard can be contacted at tracy.howard@cincinnati-oh.gov or at 352-2409. Although there is no firm deadline, time is of the essence. Ms. Howard is in the process of selecting interns and reviewing the projects to match them with.

11. DONATED TIME FOR CLERK TYPIST 2, LEAH LACKEY-WATTS

Clerk Typist 2 Leah Lackey-Watts, Records Section, is on leave recovering from surgery. Ms. Lackey-Watts has exhausted all of her sick, compensatory and vacation time.

Any department member wishing to voluntarily donate time for Ms. Lackey-Watts should submit a Form 25S to their district/section/unit commander, listing Clerk Typist 2 Leah Lackey-Watts' name, section, and the kind of time and number of hours being donated. Sick time may not be donated. The donor's rank and signature must appear on the Form 25S.

12. THANK YOU LETTERS

[Attached](#) to these Staff Notes are letters of appreciation and praise written to the Police Chief for the professionalism displayed by the following officers:

Police Specialist Todd Bruner

Police Officer Paul Fangman

THE CINCINNATI POLICE DEPARTMENT

ORGANIZATIONAL NARRATIVE

April 26, 2005

The Police Department is the primary law enforcement agency of the City, existing under provisions of Article IV, Section 3, of the Administrative Code of the City of Cincinnati. The primary responsibilities of the Police Department are:

- Prevention of crime
- Protection of life and property
- Suppression of criminal activity
- Apprehension and prosecution of offenders
- Regulation of non-criminal conduct
- Preservation of public peace

Under the command of the Police Chief, the Police Department's responsibilities are divided among two divisions; the Patrol/Resource Division and the Investigations/Administration Division.

MISSION STATEMENT

The mission of the Cincinnati Police Department is to work in partnership with the citizens of the community to provide a safe environment where the quality of life may be improved through the delivery of fair and impartial police services.

VALUES

We value human life and dignity.

We value integrity as the basis for community trust.

We value the fair and impartial enforcement of Federal, State, and Local Laws and the rights of the accused.

We value professional excellence.

We value all members of the Department, both sworn and civilian.

EXECUTIVE OFFICE

The **POLICE CHIEF** is responsible for Police Department operations. The Chief coordinates, organizes, directs, and controls activities. The Chief also implements policy and makes necessary personnel and procedural changes to ensure the effective operation of the Department. The Division Commanders, the Police Relations Section Executive Manager, the Public Information/Executive Officer, the Disciplinary Advocate and the Administrative Assistant are directly accountable to the Police Chief.

The **POLICE RELATIONS SECTION**, directed by an Executive Manager, is responsible to the Police Chief for developing policy as it relates to public safety and policing issues. Areas of responsibility and focus include community relations. This section is also responsible for the City and Department implementation and compliance with the terms and conditions contained within the U.S. Department of Justice Memorandum of Agreement and the Collaborative Agreement. The Executive Manager of Police Relations Section serves as the Cincinnati Police Department Compliance Coordinator for the U.S. Department of Justice Memorandum of Agreement and Departmental liaison to the Independent Monitor.

The **Community Relations Unit** provides assistance to the Executive Manager of Police Relations on activities and projects that facilitate the implementation of the terms and conditions of the U.S. Department of Justice Memorandum of Agreement and Collaborative Agreement. The unit is responsible for coordinating community involvement in Police Department operations with the goal to reduce crime and improve citizen and police safety.

The **EXECUTIVE OFFICER** is a lieutenant who serves as an aide-de-camp to the Police Chief. He becomes familiar with the daily activities of the command staff, including their decision making process and operating procedures. He attends staff and special meetings, reviews and coordinates written correspondence and performs other duties as directed by the Police Chief. He is also in charge of the Public Information Office.

Public Information Office is the Department's liaison with the media.

This office prepares press releases and facilitates general and internal Police Department communications.

The **DISCIPLINARY ADVOCATE** is a lieutenant who has the responsibility to monitor and review the overall effectiveness, efficiency and fairness of discipline and corrective action taken within the Department. The responsibilities include ensuring consistent treatment, identifying any patterns of disparate treatment and apprising the Police Chief of any actions that appear to be unfair or inequitable.

The **ADMINISTRATIVE ASSISTANT** coordinates Department affairs affecting the Police Chief's Office. The Assistant is the liaison between the Police Chief, Division Commanders and other City agencies. The Assistant attends staff and special meetings, reviews and coordinates written correspondence, and performs other duties as directed by the Police Chief. The Assistant also serves as the contact person for the various community and business groups. A civilian Administrative Specialist fills this position.

PATROL/RESOURCE DIVISION

The Patrol/Resource Division is commanded by an Assistant Chief. This division consists of two bureaus; the Patrol Bureau and the Resource Bureau. Each bureau has a designated section commander who is the administrative liaison and reports to the Assistant Chief.

PATROL BUREAU

This bureau performs all primary police functions. Bureau personnel respond to citizen requests for police assistance, enforce criminal and traffic laws, investigate criminal activity, take offense reports and regulate non-criminal conduct. It consists of the five police districts, a Night Chief, Patrol Administration, Community Oriented Policing, Special Services Section and Tactical Planning Section/SWAT.

DISTRICTS: The City of Cincinnati is divided into five police districts, each commanded by a captain who is responsible for operations and personnel deployment. Police officers assigned to the districts for uniform patrol activity are generally divided into three fixed shifts. Each shift is commanded by a lieutenant. The first shift has starting times of 0600 and 0700 hours. The second shift has starting times of 1300, 1400, or 1500 hours, depending on service demands of that district. The third shift has starting times of 2200 or 2300 hours.

The second shift is supplemented by an early power shift and has a starting time between 1000 and 1300 hours. Third shift is supplemented by a late power shift and has a starting time between 1900 and 2100 hours. This increases field strength during early afternoon and evening hours when the service demand is higher.

The districts provide uniformed patrols in a variety of ways. In addition to marked vehicle and foot patrols, each district contains a Mountain Bike Squad. These officers provide a full range of police services. The district efforts are supplemented by mounted and canine patrols.

Each district has an investigative unit commanded by a lieutenant. This unit investigates crimes occurring within the district. When necessary, the unit coordinates these investigations with the Criminal Investigation Section (CIS) of the Investigations Bureau.

Each district fields a Neighborhood Squad, which is supervised by a sergeant with officers assigned to each individual neighborhood. These officers perform the full range of police duties in addition to serving as a liaison with the community. The neighborhood officer is the linchpin of the Community Oriented Policing effort.

Each district fields a Violent Crimes Squad (VCS) consisting of seven officers and a sergeant. VCS officers concentrate on responding to and investigating reports of violent crimes. They also serve outstanding warrants to arrest and incarcerate the subjects committing these violent crimes.

Each district assigns officers to perform specialized law enforcement tasks that include crime prevention, community relations, vice enforcement activities, traffic control, crime analysis and warrant service.

Event Planning Unit, commanded by a lieutenant, plans for police presence at special events, coordinates the response of all City Departments and handles permits. As the vast majority of these major events occur in the downtown and riverfront area, the Event Planning Unit is organizationally placed in District One. Should a major event occur in another district, the Event Planning Unit assists that district's personnel in ensuring a proper police presence is maintained.

Downtown Services Unit is commanded by a lieutenant and staffed with personnel who are responsible for the policing of the Central Business District. Uniformed patrol officers who are assigned to this unit provide a police presence to the Downtown neighborhoods. Through the use of foot, bicycle, and motorcycle patrols, officers are able to interact with downtown merchants, residents and customers.

The **NIGHT CHIEF** is responsible for providing a command presence for the Police Department during the evening and overnight hours. This captain position carries Department-wide responsibilities.

PATROL ADMINISTRATION, commanded by a captain, coordinates and reviews reports and other information submitted by the districts and Night Chief. He serves as the deputy commander / administrative liaison for the Patrol Bureau and, for administrative purposes, supervises the COP Coordinator.

Community Oriented Policing (COP) Coordinator is a lieutenant responsible for the progression of the COP philosophy in the Department. The COP Coordinator guides the districts' COP sergeants and neighborhood officers as they work to develop neighborhood based collaboratives with citizens. The COP Coordinator serves as the clearinghouse for information on community policing.

SPECIAL SERVICES SECTION, commanded by a captain, is responsible for the Park Unit, Canine Squad, Mounted Squad and Traffic Unit.

Park Unit, commanded by a lieutenant, is responsible for patrol of the City's 141 park areas, which encompass 4,765 acres of land. This unit is committed to providing a more visible police presence and improving

safety in City parks. Other responsibilities include response to citizen requests for assistance, enforcement of criminal and traffic laws, regulation of non-criminal conduct, reporting incidents and offenses, investigation of criminal activity and enforcement of park rules. The Park Unit is responsible for the planning and coordination of events in the parks. The Park Unit Commander is also responsible for the supervision of the Canine and Mounted Squads.

Canine Squad, supervised by a sergeant, is responsible for assisting district officers in high-risk search situations. On a cooperative basis, in conjunction with the mutual aid agreements, the canine teams can be used by other police agencies within Hamilton County, with approval of a command officer.

Mounted Squad, supervised by two sergeants, directs all equestrian activities including scheduling, training, stable management, veterinary and farrier services. The Mounted Squad provides an added dimension to policing: visibility, mobility and travel into areas not accessible by any other vehicles. Mounted Squad officers patrol all areas of the City, including the downtown business district, with emphasis on Fountain Square and the Central Riverfront. The unit is also available to provide special services to the districts upon request.

Traffic Unit, commanded by a lieutenant, is responsible for coordinating the Department's traffic efforts. It has staff supervision over the Department's selective enforcement program and other specialized traffic related programs. The responsibilities of this unit include radar and intoxilyzer training and certification, fatal accident investigation, assisting the Federal Aviation Administration (FAA) and the Ohio State Patrol (OSP) in aircraft crash investigations and assisting the Ohio Department of Natural Resources (ODNR), Division of Watercraft, in boat crashes. The unit also acts as a liaison and an implementation site for state programs such as the seat belt and holiday drunk driving programs. The unit supervises and coordinates private police officers, school crossing guards and the Public Vehicles/Private Police Squad.

TACTICAL PLANNING SECTION/SPECIAL WEAPONS AND TACTICS (SWAT),

commanded by a lieutenant, engages in planning and preparation for critical incidents including terrorist threats and civil disorder. Other functions include acting as a liaison with businesses, organizations, and government agencies, training Department and City personnel, and acquiring and deploying new strategies and equipment. All SWAT officers have full time responsibilities in the various districts, sections and units. SWAT trains as a unit on a regular basis and responds to hostage, barricaded person and other high-risk situations as needed.

SWAT is composed of two elements - Tactical and Negotiations. These units complement each other and both report to the SWAT Commander.

RESOURCE BUREAU

This bureau performs a variety of functions that support the operation of the Department. It oversees the operation of the Evidence/Property Management Section, Fiscal and Budget Section, Inspections Section and Youth Services Section. It is responsible for the Court Property Unit, Impound Unit, Supply Unit, Fleet Management Unit, Grant Unit, Court Control Unit, Detail Coordination Unit, Accreditation Unit, DARE Unit, School Resource Officer Unit and Special Projects.

EVIDENCE/PROPERTY MANAGEMENT SECTION, commanded by a lieutenant, is responsible for any property held by the Department for the courts or other purposes.

Court Property Unit, supervised by a sergeant, tracks, maintains custody, and disposes of items found, confiscated, forfeited or held as evidence. It is responsible for auctioning unclaimed property and for the destruction of drugs and weapons.

Impound Unit, supervised by a sergeant, receives, secures, and disposes of impounded and seized vehicles. These originate from DUI and suspension arrests as well as law violations. It auctions unclaimed and forfeited vehicles, and exercises supervision of private towing companies on the police rotation towing list.

Supply Unit, supervised by a sergeant, orders, receives, stores and distributes items needed by the Department to maintain normal operations. This responsibility includes paper forms, firearms and related equipment as well as uniform orders and maintenance. This unit receives supply requisitions from the other Department units and directs an annual inspection of uniform parts and other Department issued equipment.

Fleet Management Unit, managed by an Automotive Equipment Supervisor, ensures the vehicular needs of the Department are met. The unit plans for future vehicular needs, maintains a liaison with the Division of Fleet Services and monitors vehicle usage by Department personnel. This is accomplished by maintaining records of mileage, service, accidents and damage involving Department vehicles, as well as from periodic and special reports.

FISCAL AND BUDGET SECTION is directed by a civilian Supervising Accountant. The primary functions are the preparation and administration of assigned program budgets and the effective control and audit of the Department's expenditures. Other functions of this section include administration and maintenance of all the Department's payroll records, review, analysis and approval of all financial documents, and coordinating the Department's capital improvements. It controls financial statements and reports for the Department's general operating and restricted purpose funds and enforcement of the City's

false alarm and direct alarm system ordinances. The alarm enforcement responsibilities include issuing warning letters and penalty notices, recommending charges be initiated against individuals and businesses that have excessive false hold up and burglar alarms, collecting fines and responding to penalty appeals from subscribers.

The **Grant Unit** is managed by a civilian Senior Accountant. It is responsible for reviewing current publications for available funding, preparing and submitting grant applications and administering the grant programs. They also monitor and audit all of the grant projects.

INSPECTIONS SECTION, commanded by a captain, monitors the activity of the Department through staff inspections and unannounced inspections conducted on a random basis. The Inspections Section also coordinates the Department's random drug-testing program. At the annual uniform inspection, this section monitors the condition of issued equipment and ensures compliance with Department dress and grooming standards. Inspections Section also conducts critical reviews of all use of force incidents and serves as the Department's central record repository for all use of force incidents. This section is also responsible for ensuring the Department meets CALEA standards.

Court Control Unit, supervised by a sergeant, is the police liaison with the local judiciary and manages police officer attendance in court by

monitoring officers' court appearances. This unit verifies attendance, time spent in court by officers, as well as ensuring the Police Department dress and grooming standards are met. The Court Control supervisor randomly visits courtrooms to monitor officers' testimony and case preparation.

Detail Coordination Unit, supervised by a sergeant, coordinates all outside employment extension of police service details. This unit also maintains the Police Department's outside employment activity records for all officers. These records are reviewed monthly to ensure compliance with Department policy. The Detail Coordination Unit supervisor also conducts audits and random inspections of outside employment details.

Accreditation Unit, supervised by a sergeant, is responsible for the daily activities required to maintain the Department's accredited status by the Commission on Accreditation for Law Enforcement Agencies (CALEA). The unit develops and maintains the required proofs of compliance, functions as a liaison with other Department components regarding accreditation matters, and is the liaison between the Department and CALEA.

YOUTH SERVICES SECTION, commanded by a captain, is responsible for the administration and services related to juveniles. Youth Services Section includes the Drug Abuse Resistance Education (DARE) Unit and School Resource Officer (SRO) Unit. This section is committed to the development and perpetuation of

programs designed to prevent and control juvenile delinquency. The responsibility for participating in or supporting the agency's juvenile operations function is shared by all agency components and personnel.

DARE Unit, supervised by a sergeant, is responsible for implementing and coordinating the DARE program. Kindergarten through eighth grade classes are instructed by police officers in all Cincinnati Public schools and selected private schools. Fundamental courses are given to kindergarten through fourth grade students. The core of the program is taught to fifth grade students and upon successful completion they graduate from the DARE course. Reinforcement classes are then given to students in grades six through eight.

School Resource Officer (SRO) Unit, supervised by a sergeant, consists of uniformed personnel working in the schools providing community police services to the school population.

INVESTIGATIONS/ADMINISTRATION DIVISION

The Investigations/Administration Division is commanded by an Assistant Chief.

This division consists of two bureaus; the Investigations Bureau and the Administration Bureau. Each bureau has a designated section commander who is the administrative liaison and reports to the Assistant Chief.

INVESTIGATIONS BUREAU

This bureau consists of the Central Vice Control Section and the Criminal Investigation Section. This bureau handles investigations and gathers intelligence involving vice activity, homicides, sex crimes, crimes against children and property crimes.

CENTRAL VICE CONTROL SECTION, commanded by a captain, is responsible for the operation of the General Vice Enforcement Unit, Narcotics Unit, Street Corner Unit and Asset Forfeiture Unit.

General Vice Enforcement Unit, commanded by a lieutenant, enforces laws related to liquor, prostitution, gambling, drugs, obscenity, pornography and regulatory violations. It coordinates Department enforcement activity in these areas and provides a central repository for related records and vice intelligence information.

Narcotics Unit, supervised by a sergeant, has personnel assigned to the Regional Enforcement Narcotics Unit (RENU). RENU is a multi-agency organization which investigates primary sources for the suppliers of illicit drugs into Greater Cincinnati.

Street Corner Unit, commanded by a lieutenant, is responsible for undercover personnel working on street drug sales, the investigation of illegal diversion of pharmaceutical drugs by health care professionals, and health care fraud.

Asset Forfeiture Unit, supervised by a sergeant, is responsible for assuring all seized and/or forfeited assets are appropriately processed through the federal and local court systems.

CRIMINAL INVESTIGATION SECTION (CIS), commanded by a captain, is comprised of the Homicide Unit, Personal Crimes Unit, Major Offenders Unit and Intelligence Unit.

Homicide Unit, commanded by a lieutenant, investigates homicides, all violent or suspicious deaths, fire deaths, police shootings, police use of force resulting in hospitalization, prisoner's death while in custody, potentially fatal assaults, felony patient abuse and neglect cases, kidnapping and abduction. The Homicide Unit also maintains a central file

of confiscated weapons. The unit administers the Department's Robbery Apprehension Program (RAP) and is the Department's liaison with the Hamilton County Coroner's Office. The Homicide Unit is also responsible for the direct supervision of the Criminalistics Squad.

Personal Crimes Unit, commanded by a lieutenant, is responsible for investigating rapes and other sexual assault offenses, missing persons, child stealing and certain other crimes against children. It acts as a liaison with the Hamilton County Juvenile Court and other social support organizations. The unit also coordinates and schedules all polygraph and computer voice stress analyzer examinations.

Major Offenders Unit, commanded by a lieutenant, coordinates citywide investigative efforts for burglary, auto theft, fencing of stolen property and organized criminal activity. The unit is responsible for the operation of the Financial Crimes Squad which conducts investigations of financial institution robberies, fraud, forgery, credit card fraud, check embezzlement, extortion, coercion and bribery offenses. The unit administers the Crimestoppers and Rapid Indictment programs.

Intelligence Unit, commanded by a lieutenant, gathers, analyzes, stores and disseminates information concerning organized crime, terrorist activity and criminally violent groups. The unit monitors threats against public

safety, threats against public officials and threats against police officers. It maintains a network of communication with regional and national intelligence organizations.

ADMINISTRATION BUREAU

This bureau is responsible for coordinating and performing inter-bureau planning tasks, special research evaluation studies, and maintaining auxiliary services which include answering citizens' calls for police, fire and emergency medical services. It also is responsible for upgrading/maintenance of computer systems and World Wide Web page construction and management. This bureau consists of the Internal Investigations Section, Planning/Personnel Section, Records Section, Police Communications Section, Training Section and CAD/Records Management System Project Manager.

INTERNAL INVESTIGATIONS SECTION, commanded by a captain, is responsible for investigating citizen complaints of a serious nature, complaints of alleged police misconduct, and use of force incidents that result in serious injury or death. This section coordinates pre-disciplinary hearings in conjunction with the Department hearing officer(s) and coordinates investigation of complaints referred by the Citizen Complaint Authority.

PLANNING/PERSONNEL SECTION, commanded by a captain, is responsible for planning, research, and the development of programs that maximize the effective use of Department personnel and resources. Planning/Personnel Section is also responsible for developing forms and procedures, conducting

legal research, long-range planning, crime analysis and mapping.

Planning/Personnel Section maintains employee personnel records, coordinates personnel assignments and maintains a liaison between Police Department employees, the City physician, the police psychologist and the City's Human Resource Department. It also processes Family Medical Leave Act (FMLA) requests, coordinates Americans with Disabilities Act (ADA) requests, monitors the injured with pay (IWP) process, coordinates the sick leave request process, monitors the grievance process and maintains records concerning the Police Department's Affirmative Action Plan.

Employee Relations Unit, supervised by a sergeant, assists Police Department employees engaged in the retirement or resignation process. The sergeant is also the liaison to the Police Pension Board and City Retirement Office.

RECORDS SECTION, directed by a civilian Director, receives, reviews and files most criminal offense reports, auto accident reports and related records. This includes reports of offenses committed, criminal and traffic arrests, missing persons, homicides and gun registrations. It is responsible for maintaining the Department's computerized criminal and traffic arrest/conviction histories, entering data to generate criminal and traffic court dockets, court information sheets and statistical reports. This section processes traffic violation citations, Ohio Crash Reports and applications for firearm transfers and registration.

POLICE COMMUNICATIONS SECTION, commanded by a captain, operates a combined police, fire and EMS radio communications system. The section receives all citizen requests for police, fire and emergency medical service. All police operations are dispatched from this section. Reports of stolen and recovered vehicles and license plates are processed by this section. Dispatchers use computer aided dispatching (CAD) and an enhanced 911-phone system. The unit also coordinates the use of Department telephones (including cellular), pagers and MDTs. The section maintains computer interface with the National Crime Information Center (NCIC), Ohio Law Enforcement Automated Data Systems (LEADS) and the Regional Crime Information Center (RCIC). The section maintains a teletype service to all local news media. Police Communications Section provides intra-Department mail service.

Information Technology Management Unit, commanded by a lieutenant, assists and supports all levels of the Department in planning, installation and utilization of information technology. It is responsible for fulfilling the computer/technology needs of the Police Department, including business computers, networking, application services, etc. This unit also coordinates and serves as a focal point for the communications between the Internet worldwide community and the Police Department. The section commander represents the Department at information technology related meetings.

Telephone Crime Reporting Unit (TCRU), supervised by a sergeant, receives and processes minor complaints and offense reports by telephone.

The **TRAINING SECTION**, directed by a civilian Director, develops and conducts training programs for the Police Department. This includes recruit, in-service and firearms training in both live fire and the firearms simulator (FATS). Training Section conducts training in the areas of supervision, management, physical fitness, self-defense, officer survival, interpersonal skills, legal issues and current topics. The Training Section coordinates numerous outside training requests, FBI training programs and computer training programs. The staff produces training memos and training video programs for Department use at roll calls. Training Section also conducts the Citizen Police Academy and Student Police Academy.

Recruiting Unit, supervised by a sergeant, is responsible for the coordination of the police recruit selection process. The Recruiting Unit assists the City Human Resources Department with recruiting and testing of applicants.

Background Investigation Unit, supervised by a sergeant, is responsible for conducting background investigations for the Police Department and some other City Departments.

Firearms Training Unit, supervised by a sergeant, is responsible for the Department's live firearms training. The unit conducts annual firearms qualifications for all sworn personnel and firearms instruction for police recruits. It inspects, repairs, and evaluates Department firearms and makes recommendations on appropriate ammunition for Department use.

The **CAD/RECORDS MANAGEMENT SYSTEM PROJECT MANAGER** is a lieutenant responsible for coordinating the Department's efforts in developing and implementing a new Computer Aided Dispatch (CAD) System and Records Management System. The project manager will act as the primary liaison between the primary vendor, sub contractors, and other City Departments to see the implementation through on time and within budget. This position is a temporary position lasting the life of the project, which is expected to be two to three years.

To Our Police Officers,

This is a letter of support to let you know there are citizens who are proud of the job you do.

I've thought about doing this many times before but didn't take the time. On those occasions when the police are in the headlines for not doing their job or doing it wrong, I want you to know that there are many good people who support you, believe in your efforts and understand the difficulty of your job.

Most recently you were criticized for not seeing the woman's body on the roadside. The tape was shown on television, well I didn't see her either. Nor did other family members who watched the news.

Just know that there are people like me who value your profession, pray for your safety and good judgment, and don't let the people who complain get you down. They may be loud and get the headlines but I'm betting there are more of us with you than against. God Bless You

Sincerely

Linda Campbell

Lieutenant Howard Rabitz
Cincinnati Police Academy

I would like to thank all the officers involved in presenting the Personal Safety Program in an effort to prevent citizens from becoming a victim.

Police Specialist Todd Bruner did an excellent job presenting the material. His emphasis on mental preparation was very important as was the laminated photo cards we made with our loved ones on the front + goals on the back.

The notebook that was handed out discussing various safety scenarios/situations was also very helpful.

I learned a lot from the class and certainly feel more confident and much better prepared to keep myself safe.

Sincerely,

Linda O'Donnell

The First Class

March 16 + 23, 2005



PATRICK T. DINKELACKER
JUDGE

Court of Common Pleas

COURT OF COMMON PLEAS
CINCINNATI, OHIO 45202-1217

(513) 946-5755
FAX (513) 946-5752

April 12, 2005

Col. Thomas H. Streicher, Jr.
Chief, Cincinnati Police Department
310 Ezzard Charles Drive
Cincinnati, OH 45214

Re: Agent Paul Fangman
State of Ohio vs. Gregory Bufford
Case No. B0408370

Dear Chief Streicher:

Just a short note to offer my commendation to one of your agents, i.e. Agent Paul Fangman.

Agent Fangman was the lead officer in the above-captioned case. His meritorious actions in the arrest of Mr. Bufford and his professional presentation in the courtroom led to the conviction of a notorious drug dealer. He and his RENU colleagues did an outstanding job.

Agent Fangman's dedication to duty and commitment to excellence were most evident. He is an extraordinary law enforcement officer and a tremendous asset in the battle against drug trafficking.

Please accept my commendation of Agent Paul Fangman.

Sincerely,

Patrick T. Dinkelacker,
Judge

PTD/ljg

City of Cincinnati



*Interdepartment
Correspondence Sheet*

April 20, 2005

FOR YOUR INFORMATION

To: Mayor and Members of City Council

From: Valerie A. Lemmie, City Manager

Subject: Income Tax Liability

Police officers working outside details are generally independent contractors working for businesses. As such the Internal Revenue Service generally requires that 1099's be issued by businesses. It is the police officers responsibility to satisfy any income tax liability. To assist in the collection of city income tax, the Police Department will remind police officers of their potential tax liability. The Police Department will provide the Income Tax Division of the Finance Department with a listing of police officers working outside details, the businesses employing the police officers, and the amount paid to the police officers. The Income Tax Division will crosscheck the list against tax records to determine if required income tax has been paid.

Please note the both state and local law require that city income tax information remain confidential (see Municipal Code Sec. 311-61).

Cc: William E. Moller, Finance Director